PRE-PROPOSAL CONFERENCE

Joint Task Force – East
Temporary Forward Operating Site
Mihail Kogalniceanu Airbase, Constanta, Romania

622nd Contingency Contracting Team

Legal Notice

Details regarding the solicitation, type of contract, evaluation, and other elements of the procurement are anticipated to be as set forth in the slides, but the Government reserves the right to change these items in the final solicitation

Purpose

- Explain requirements and answer questions on solicitations pertaining to Temporary Forward Operating Site (TFOS) located on Mihail Kogalniceanu (MK) Airbase from approximately 15 June 2007 through 15 November 2007.

- Improve prospective offerors understanding of the requirement prior to submitting a proposal.

- Increase proficiency in writing proposal.

US Procurement Information

- All procurements, including solicitation, award, administration, and post-contract matters, will be made in accordance with US Government contracting laws, regulations, and procedures. Offers that don't comply with all requirements may be rejected and not considered further. US FAR Information can be found at: http://www.arnet.gov/far/

Agenda

- Review of the solicitation
  - Central Contractor Registration
  - Basic overview of requirement
  - Type of contract
  - Federal Acquisition Regulation (FAR) FAR 52.215-1 (Instructions to Offerors- Competitive Acquisitions)
  - FAR Part 12 (Acquisition of Commercial Items)
  - FAR Part 13 (Simplified Acquisition Procedures)
  - Instructions to Offerors
  - Evaluation Factors for Award
  - Contractor Manpower Reporting (CMR) requirement
  - Base Overview

Timeline
Day 1

- 0800 – Begin signing in attendees
- 0900 – Conference Start
- 0900 – 1100 Slide show Briefing
- 1100 – 1200 Lunch
- 1200 – 1230 Bus check in
- 1230 – Depart for MK Airbase
- 1300 - Bus tour of MK Airbase
- 1500 – Return to Iaki
- 1530 – 1600 Questions Submitted via 5x7 cards

Contracts to be Awarded

- Janitorial
- Refuse Removal
- Bulk Potable Water Delivery and Waste Water Removal
- Transportation Motor Pool and Material Handling Equipment (TMP & MHE)
- Grounds and Road Maintenance
- Wash Rack Service Support
- Laundry Services

Central Contractor Registration (CCR)

- All vendors wishing to do business with the United States Government must be CCR Registered, failure to comply with this requirement is grounds for disqualification of offeror.
  - Website: https://www.bpn.gov/ccr/scripts/index.html
  - Dunn and Bradstreet Number (DUNS #)
    - http://fedgov.dnb.com/webform/pages/CCRSearch.jsp
  - NATO Cage Code (NCAGE#)
    - http://www.dlis.dla.mil/Forms/Form_AC135.asp

CCR Registration Procedures

- **Step #1 – Request a Dun and Bradstreet Number**

http://fedgov.dnb.com/webform/displayHomePage.do;jsessionid=4A3A10748677648A3FF3DA5A9A2A6833

- **Step #2 – Request a NATO CAGE Code**

http://www.dlis.dla.mil/Forms/Form_AC135.asp

Ministry of Defense
Joint Logistics Command Codification Office
No. 7-9, Luliu Maniu Blvd.
Postal Code: 061072
Bucharest, Romania

Adriana VLAGEOIU
TEL:
FAX: 004 0214118813
E-mail: Adriana.vlageoiu@dpa.ro

CCR Registration Procedures

Step #3 - Register with Central Contract Registration

https://www.bpn.gov/ccr/scripts/index.html

Overview

- Performance Work Statement – Paragraph 1.0 – General:
  - To provide support services required for the United States Army Temporary Forward Operating Site located at MK Airbase, Romania.

Language Proficiency Levels

- **Language Proficiency Level I:**
  - ***Speaking*:** Able to satisfy minimum courtesy requirements and maintain very simple face-to-face conversations on familiar topics.
  - ***Reading*:** Sufficient comprehension to read very simple connected written material.
- **Language Proficiency Level II:**
  - ***Speaking:*** Able to satisfy most work requirements with language usage that is acceptable and effective. Able to speak the language with sufficient structural accuracy and vocabulary to participate effectively in most formal and informal conversations on practical, social and professional topics.
  - ***Reading:*** Able to read within a normal range of speed and with almost complete comprehension a variety of material on unfamiliar subjects. Can comprehend a variety of styles and forms pertinent to professional needs. Rarely misinterprets texts

Language Proficiency Levels

- ***Computer Skills:*** Knowledge of email programs to send and receive electronically submitted work.

- ***Language Proficiency Level III:***
  - ***Speaking:*** Able to use the language fluently and accurately on all levels normally pertinent to professional needs. Language usage and ability to function are fully successful.

  - ***Reading:*** Able to read fluently and accurately all styles and forms of the language pertinent to professional needs.

  - ***Computer Skills:*** Knowledge of computer skills in use of word processing programs to produce, revise or edit documents as needed, changing formats or adding and deleting text.

Janatorial (1 of 2)

- The contractor shall be responsible for provision, maintenance, and storage of all equipment required to perform janitorial services.
- Approximate #’s for Buildings and Service Codes
  - Service Code 1: 10 Buildings 53,000 SF
  - Service Code 2: 8 Buildings 47,700 SF
  - Service Code 3: 2 Buildings 2,500 SF

Janatorial (2 of 2)

- SERVICE CODE 1: Empty trash cans in nearest trash collection point. Pick up exterior trash within 10 meters of the building and place in nearest collection point.
- SERVICE CODE 2: Empty trash cans in nearest trash collection point. Pick up exterior trash within 10 meters of the building and place in nearest collection point. Sweep, mop or vacuum floors based on floor surface. Clean & Disinfect latrines, if present. Replace paper towels, toilet paper and soap in latrines, if present.
- SERVICE CODE 3: Pickup trash inside the building & empty trash cans in nearest trash collection point. Pick up exterior trash within 10 meters of the building and place in nearest collection point. Clean & Disinfect latrines. Replace paper towels, toilet paper and soap in latrines.

Refuse Removal

- The contractor shall provide and set up 19 refuse containers between MK Airbase and Babadag Training Area (BTA)
- The capacity of each refuse container/dumpsters shall be eight cubic meters in size.
- The contractor shall be responsible for the provision, installation, maintenance, and removal (at the end of the contract) of the refuse containers.
- The contractor shall empty three (3) refuse containers located by the Dining Facility daily
- Contractor shall empty all refuse containers, clean surrounding areas, and dispose all refuse outside the MK Airbase Monday, Wednesday, and Friday

Bulk Potable Water Delivery and Waste Water Removal

- Potable Water Certification: Contractor must ensure that the potable bulk water meets the standards identified in TB MED 530 that defines the standards for potable water.
- The minimum daily delivery shall be no less than 1,000 liters. The maximum daily delivery shall not exceed 135,000 liters.

TMP & MHE (MHE)

- The contractor shall establish and operate a material and container operations section, and transportation motor pool for non-tactical vehicles; at or near MK Airbase.
- The contractor shall provide MHE / CHE support for the receipt, upload, download, and storage for all supplies and equipment.
- Material Handling Equipment Requirements (one each) - 4K and 6K with variable reach, 12 ton, and 20 ton fork lifts, and (one) 40 ton container handling equipment (crane).

TMP & MHE (TMP)

- NTV TMP services shall include: bus and stake and platform truck driver support, general administration, maintenance of fleet, dispatch and control of the NTV TMP fleet.
- The contractor shall provide diesel powered vehicles not more than 3 years old in order to meet operational, service and maintenance requirements.
- Minimum vehicles required: 8xSUV, 8x9 passenger vans, 5xFull Size sedans, 5x2.5 Ton truck, 2x 5.0 ton stake and platform truck with 2x 40 foot trailers, 5x45 Passenger Bus

Grounds and Roads Maintenance

- Street cleaning (MK only): The contractor shall use mechanical means to clean dirt, mud, leaves, or other debris from paved roadway and parking surfaces daily
- The contractor shall cut grass, rake and remove the grass indicated on MK Airbase and BTA Life Support Area (LSA) bi-weekly.

Wash Rack Service Support

- The contractor shall operate, repair, maintain, and manage the washrack located on MK Airbase, Romania.
- The Contractor shall schedule units for an efficient flow of vehicles through the wash racks.
- The Contractor shall ensure that soldiers understand wash rack procedures and exercise safety precautions and are supplied with Personal Protective Equipment (PPE) for use during operation of pressure washers.

Laundry Services

- The Contractor shall provide laundry services with no more than a three business day turnaround time.
- All laundry shall be washed utilizing appropriate manufacturer equipment settings and or references FM 42-414 and MILPER message, dated 14 June 2004 ACU New Wear Policy and Amendments to AR 670-1

Type of Contract (1 of 2)

- The Government will award a contract resulting from these solicitations to the responsible Offeror whose proposal, conforming to the solicitation, will be most advantageous to the U.S. Government, price and other factors considered (those other factors are: Performance Risk and Technical Risk). The award will be made based on the best overall (i.e., best value) proposal that is determined to be the most beneficial to the Government, with appropriate consideration given to the three evaluation factors:
  - Performance Risk;
  - Technical Risk; and
  - Price.

Type of Contract (2 of 2)

- Performance risk is slightly more important than Technical, and when combined are together significantly more important than price.

- To receive consideration for award, a rating of no less than “Marginal” must be achieved for each Factor and each sub-factor (i.e., a rating of “Poor” on any Technical sub-factor will eliminate an Offeror from consideration). Offerors shall be cautioned that the award may not necessarily be made to the lowest-priced proposal.

- Quantities cited on the Exhibit Line Item Numbers (ELINS) are estimates.

FAR Subpart 52.215-1

- Provides basic instructions to offerors to include:
  - Definitions of terms
  - Submission, modification, revision and withdrawal of proposals
  - Submission of proposals in English
  - Contract award process
  - Government intends to award without discussions, but reserves the right to hold discussions if so desires.

Type of Contract

- Solicited using “Full and Open” procedures
- Synopsized on FEDBIZOPPS on 29 March 2007 Ref # USASNOTE070329001
- Solicitation issue date TBD
- Proposal Receipt date is TBD
- Pre Proposal Conference held on 12-13 April

Location of Solicitation

- Solicitation/amendments/attachments and exhibits will located at the following website: https://acquisition.army.mil/asfi/
- No paper copies will be provided to industry.
- US Embassy Site (Commerce)
  - http://www.buyusa.gov/romania/ (see military contracting opportunities

Composition of Solicitation

- Solicitation SF Form 1449 with the terms and conditions, statement of work, instructions to offerors, and the evaluation criteria for award
- Exhibit Line Item Numbers (ELINs)
- Contract Data Requirement Listing (CDRLs – DD Forms 1423)
- Contractor Manpower Reporting

Instructions

- Written Proposals Required for Evaluation
  - All Offers must be in the English language
  - Four Volumes
    - Performance
    - Technical
    - Price Proposal
    - Offeror's SF 1449 and all (Representations and Certifications)
  - Additionally provide a Digital Copy (CD ROM only)

Instructions

- Volume I - Performance
  - Executive Summary
  - Tab 1 – Contract 1 Information as required by the solicitation
  - Tab 2 – Contract 2 Information as required by the solicitation
  - Tab 3 – Contract 3 Information as required by the solicitation
  - Total page count not to exceed 50 (excluding tabs)

Instructions

- Volume II - Technical
  - Executive Summary
  - Tab 1 – Technical/Capability
  - Tab 2 – Quality Control
  - Total page count not to exceed 50 (excluding tabs)

Instructions

- Volume III – Price Proposal
  - Completion of the ELIN Schedule
  - Pricing provided is complete with all burdens and overheads incorporated into the amounts
  - Contractor Manpower Reporting Requirements are a “Not Separately Priced” CLIN – Offerors must be prepared to complete this requirement for each reporting period of the contract.

Instructions

- Volume IV – Offeror's SF 1449/Reps/Certs
  - Submitted in a separate binder.
  - Total page count does not apply to this volume.

Evaluation Factors for Award (Subject to Change)

- In accordance with FAR subpart 12, 13 and/or 15.
- Conducted using the Best Value Continuum, Trade-Off Process
- The Government can award to other than the lowest priced...

Evaluation Factors for Award (Subject to Change)

Trade-Off Statement

The Government will make awards of contracts resulting from these solicitations to the responsible offerors whose offer, conforming to the solicitation, will be most advantageous to the Government, price and other factors considered. Performance Risk is slightly more important than Technical Risk, and when combined are together significantly more important than Price, however, price as a factor shall become more important when non-price elements of proposals are of relative merit.

In evaluating Performance Risk, Past Performance is slightly more important than Experience. In evaluating Technical Risk, Technical capability is slightly more important than Quality Control.

Evaluation Factors for Award (Subject to Change)

- Performance
  - Experience evaluates the extent of the quantity and type of work previously done
  - Past Performance evaluates the performance of previous contracts in the following areas:
    - Overall performance
    - Quality of Service
    - Meeting Scheduling requirements
    - Business Relations
    - Conforming to contractual requirements

Evaluation Factors for Award (Subject to Change)

- Technical
  - Technical Capability
    - Understanding of the Government’s requirement.
    - Ability to meet scheduling requirements.
    - Flexibility in adapting to unanticipated changes in the requirements.
    - Use of qualified local national labor is preferred to better facilitate and enhance contract performance
  - Quality Control
    - Methods of QC surveillance.
    - Adequate procedures that will result in a reasonable assessment of the quality of services being performed.

Evaluation Factors for Award (Subject to Change)

- Price
  - ELINs evaluated for completeness and price reasonableness.
  - Unbalanced pricing – Per FAR 15.404-1 – when one or more items is significantly over or understated as indicated by the application of price analysis techniques.

ORNIS Certification

- ORNIS means "Oficiul Registrului National al Informatiilor Secrete de Stat" (the National Registry Office for Classified Information) (http://www.orniss.ro) - Public Institution having national authority in the field of clasified information security.
- Winning company must pass ORNIS certification.
- Upon official notification by United States Army Contracting Command Europe, winning company will coordinate with ORNIS. Companies are not authorized to contact ORNIS prior to award. Companies contacting ORNIS prior to award will be disqualified.

Taxes

- All offers are to be made exclusive of all taxes.
- Tax exemption status will be coordinated between US and the Romanian Government upon award of contract.
- Companies contacting Ministry of Economy and Finances concerning tax exemption without USACCE coordination may be subject to contract disqualification

Contractor Manpower Reporting

- The Contractor shall report all Contractor manpower (to include subcontractor manpower) employed for the performance of this contract. The Contractor shall complete all required fields in the reporting system using the web address: https://cmra.army.mil/ The requiring activity will assist the Contractor with the reporting requirement as necessary. The Contractor may enter reports at any time during the reporting period, which is defined as the contract's period of performance not to exceed 12 months ending 30 September of each Government fiscal year. Reporting must be completed no later than 31 Oct following the fiscal year during which the contract is in place. Reporting must be completed for every year or part of a year for which the contract is in place. Failure to comply with this reporting requirement will result in contract termination.

Contractor Manpower Reporting

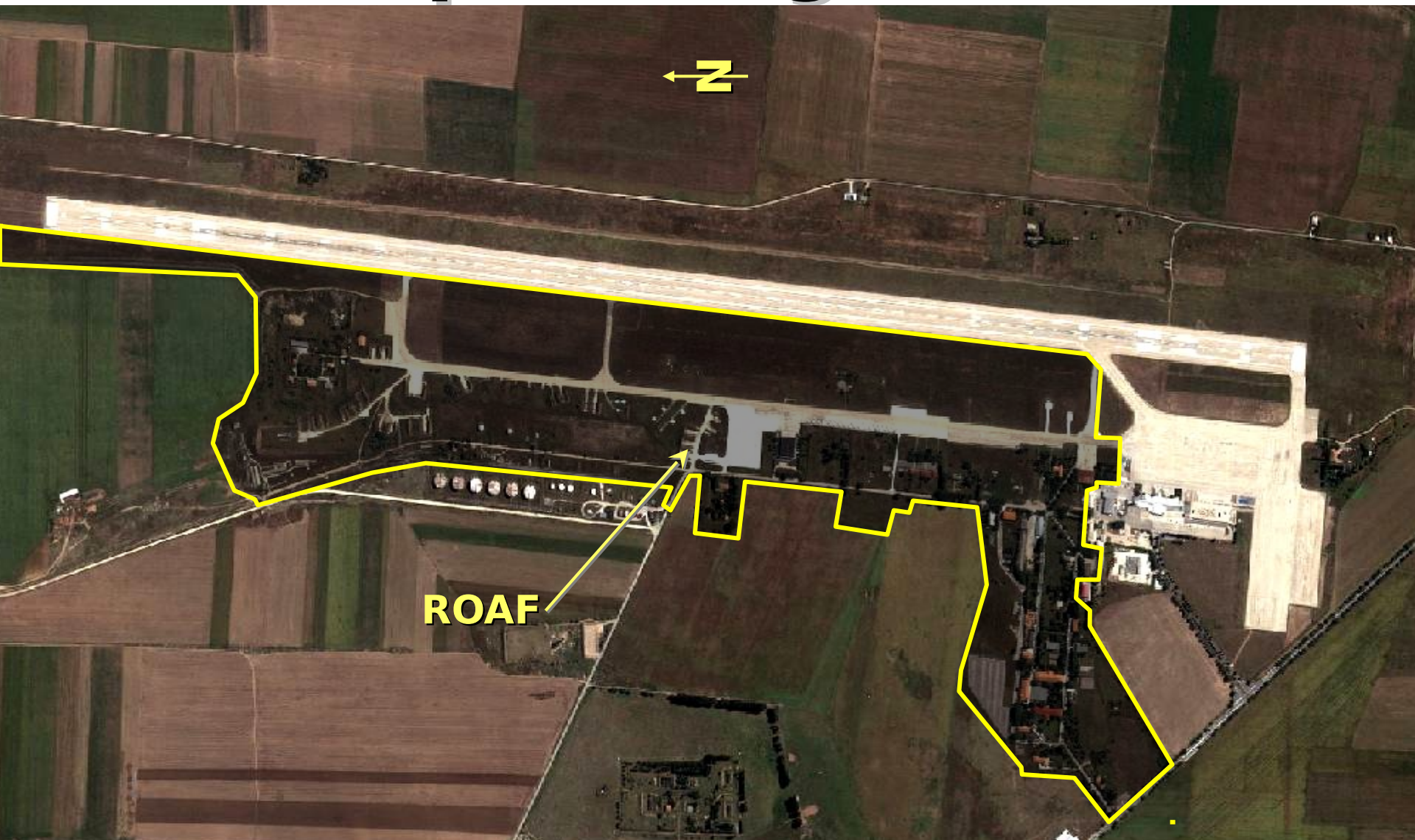
	CMR Template Field Name	Digits	Input
	Task: Location		
1	Contract No.	13	**W912PB-04-D-0020**
2	Delivery Order No.	4	**(leave blank)**
3	Task Order No.	4	**0001**
4	Prime Federal Service Code	4	**S208**
5	Contractor Installation Name	100	**HSG Technischer Service GmbH**
6	Prime Country	2	**GE**
7	Prime City where Work is performed	100	**Grafenwoehr**
8	Prime State	2	**(leave blank)**
9	Prime ZIP Code	9	**92655**
10	Subcontractor used (check = yes)		

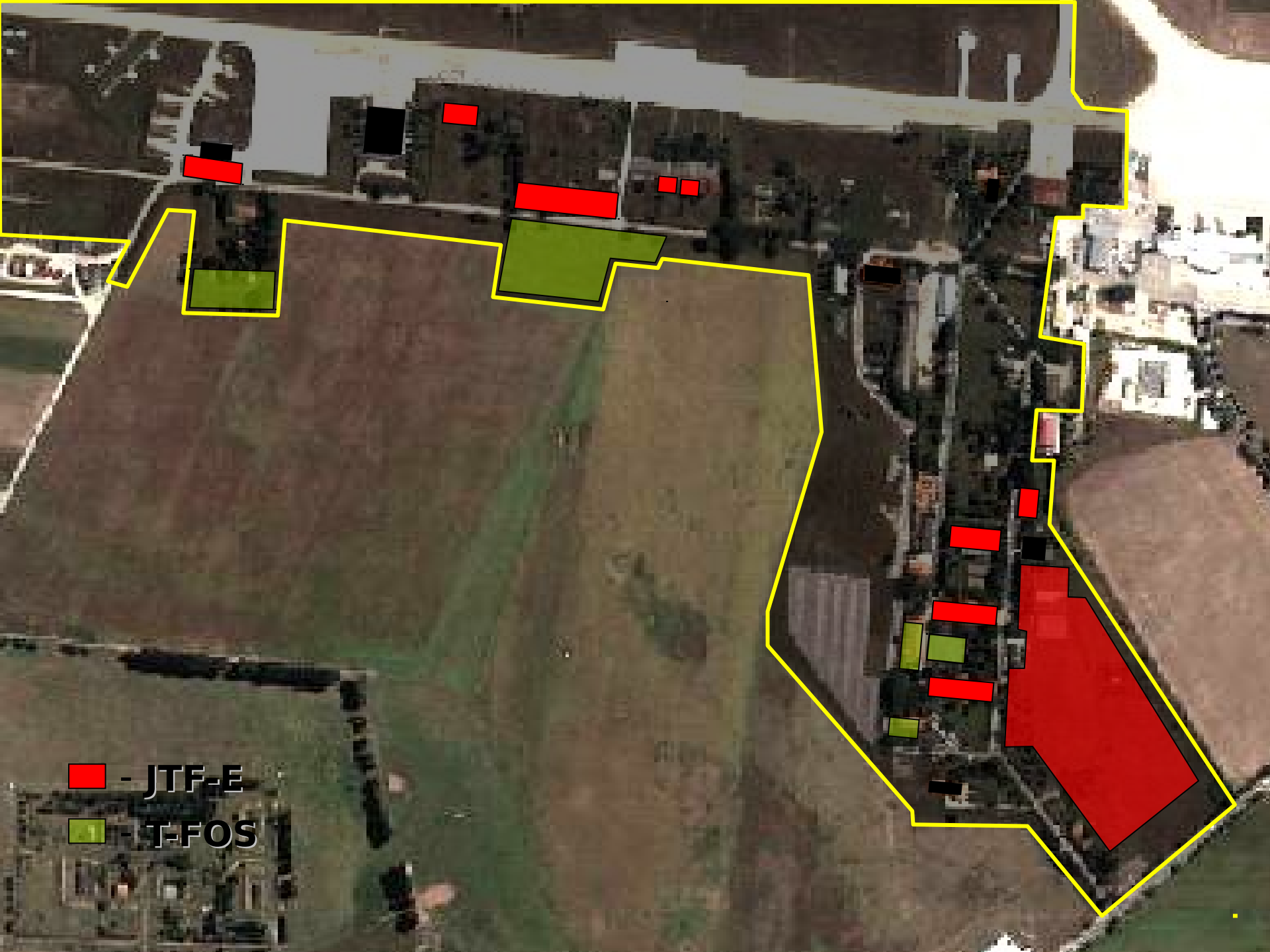
Contractor Manpower Reporting

	CMR Template Field Name	Digits	Input
	Task: Contract		
1	Contract No.	13	**W912PB-04-D-0020**
2	Delivery Order No.	4	**(leave blank)**
3	Task Order No.	4	**0001**
4	Beginning Period Date (yyyy/mm/dd)	10	
5	End Period Date (yyyy/mm/dd)	10	
6	Total Payments	14	
7	Requiring Activitiy Unit ID Code	6	**WJDT99**
8	Deployment Language Presence (check =		**(do not check)**
9	Number of Contractors in Theatre	14	
10	Competed through A76 (check = true)		**(do not check)**
11	Cost of Collection	14	**(enter your costs for collection of these data)**
12	Fiscal Year	4	
13	Comments	1000	
14	DODAAC of Unit Supported	6	**WK4FSE**
15	Contractor Cage Code	5	
16	Contractor POC First Name	50	
17	Contractor POC Last Name	50	
18	Contractor POC Middle Initial	1	
19	Contractor POC Phone Number	21	**XX49-(0)-**
20	Contractor POC e-mail	100	
21	COR/COTR First Name	50	**Manfred**
22	COR/COTR Last Name	50	**Rieck**
23	COR/COTR Middle Initial	1	**(leave blank)**
24	COR/COTR e-mail	100	**Manfred.Rieck@us.army.mil**
25	CO First Name	50	**Klaus**
26	CO Last Name	50	**Neumann**
27	CO Middle Initial	1	**(leave blank)**
28	CO e-mail	100	**Klaus.Neumann@us.army.mil**

Overview of MK Airbase

Temporary Forward Operating Site




- JTF-E
- T-FOS

JTF-E TFOS MK

MAINT Site
SSA
FSSP
21 TSC LTF
U5
CRP
USAFE
Billets
Base Ops
Gym
Billets
Kitchen / RBP
DFAC
Comm Center
JTF HQ
TFOS Billets
Clinic

Summary

- Central Contractor Registration
- Discussed type of contracts
- Overview of the Instructions to Offerors and the Evaluation Factors for Award
- Contractor Manpower Reporting requirement

Contracting Office Information

Military Address

Regional Contracting Office – Bavaria
Unit 28130
APO AE 09114

Local Mailing Address

Regional Contracting Office Bavaria

LAGER, Gebaeude 244

92655 Grafenwoehr
Phone: + 49 9641 83 8721

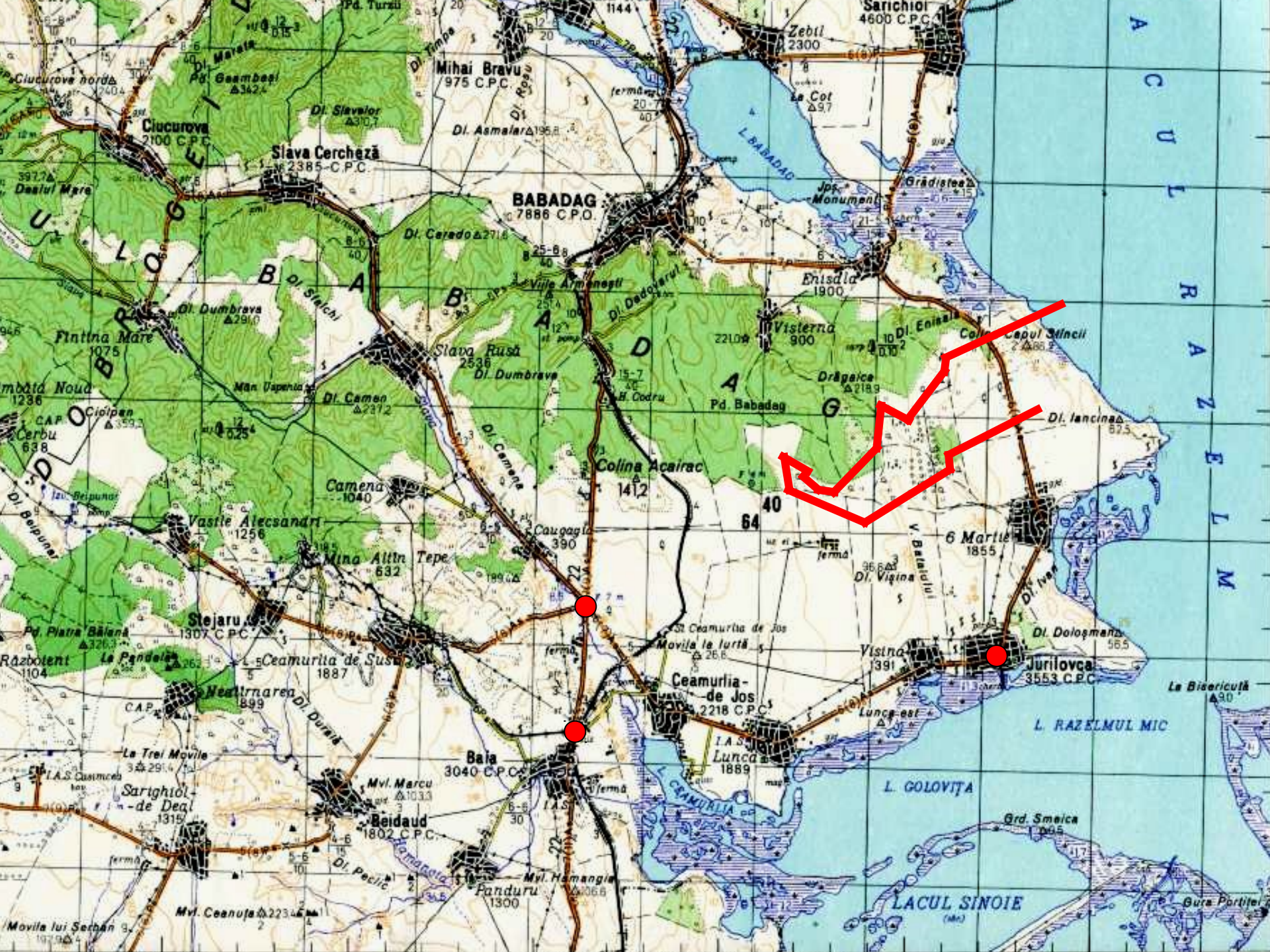
Contracting Office Information

Contract Specialist:
Major James Conatser
James.conatser@eur.army.mil
Tel.: +49 9641 838705

Contracting Officer:
MAJ William T. Cundy
William.cundy@us.army.mil
Tel.: +49 9641 838726

Questions

All Questions are to be submitted in writing and in English on the 5x7 cards provided. Please feel free to ask for help from the translators identified earlier.


BABADAG
7886 C.P.O.
Slava Cercheză
2385 C.P.C.
Ciucurova
2100 C.P.C.
Mihai Bravu
975 C.P.C.
Zebil
2300
Sarichioi
4600 C.P.C.
Enisala
1900
Visterna
900
Slava Rusă
2536
Fîntîna Mare
1075
Colina Acairac
141,2
Camena
1040
Vastile Alecsandri
1256
Mina Altîn Tepe
632
Caugagia
390
6 Martie
1855
Stejaru
1307 C.P.C.
Ceamurlia de Sus
1887
Ceamurlia-de Jos
2218 C.P.C.
Vîsina
1391
Jurilovca
3553 C.P.C.
Baia
3040 C.P.C.
Beidaud
1802 C.P.C.
Sarighiol-de Deal
1315
Panduru
1300
Luncavița
1889
L. BABADAG
L. RAZELMUL MIC
L. GOLOVIȚA
LACUL SINOIE
64
40
22
Pd. Babadag
Dl. Dumbrava
Dl. Camena
Dl. Iancina
Dl. Vișina
Dl. Dolosmanu
Dl. Durală
Dl. Pecîc
Dl. Eninala
Dl. Dedeyarul
Dl. Slatchi
Dl. Ceredo
Dl. Asmalar
Dl. Slavelor
Dl. Rosu
Dl. Timpa
Dl. Marsala
Dl. Belpunar
Dl. Ivan
Dl. Batalciului
Dl. Ceamurlia de Jos
Movila lui Sechan
Movila Ie Iurtă
Mvl. Marcu
Mvl. Hamangia
Mvl. Ceanuța
Grădiștea
Jps. Monument
Drăgaice
Cîrjaul Sîncii
La Cot
La Biserică
Bura Portiței
Grd. Smeica
Ciucurova nord
Dealul Mare
Pd. Gaambegi
Pd. Turzii
Pd. Piatra Bălană
Razboient
La Pandelea
La Trei Movile
Neatîrnarea
Ciolpan
Cerbu
Imbata Noua
Man. Vapeni
Izv. Belpunar
CAP
H. Codru

-Access road in poor condition

-Primitive small septic system

-Minimal utilities available

Day 1 (Babadag Day)

Water and Sewage
Grounds and Road Maintenance
Refuse

Day 2

Pest Control
Janitorial Services
Laundry Services
TMP and MHE
Washrack Services

Schedule

Pre Proposal Conference Inbrief
Bus tour of MK and Babadag if Required
Question and Answer Period